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| --- | --- | --- | --- |
| **Date** |  | **Submitter Name & Email:** |  |
| **Formulating Group**  |  |
| **Meeting Date***Date on which a committee vote was taken to authorize sending the document out for balloting. Consensus vote must be documented in meeting report.* |  |
| **What document will be balloted?***Please include the entire document number (including revision/version) and document title.* |  |
| **Ballot Type**(Select Only One Option)*See the* [*TIA Engineering Committee Operating Procedures*](https://www.tiaonline.org/wp-content/uploads/2018/05/TIA_ECOP_document.pdf) *(ECOP) for additional information on ballots.* |
|[ ]  Call for Comments*An unofficial ballot circulated to committee participants before a standard is circulated for an Approval ballot. The main goal of the “Call for Comments” is to gain consensus on the proposed document text. The official rules (as identified in the ECOP and PANS) for balloting (e.g., 1 company/1 vote rule, number of days the ballot is open) need not be followed.*  |
|[ ]  Approval Ballot*This document has not been through the official ballot process. The ballot rules, as outlined in the ECOP and PANS will apply. The entire document is being balloted.* |
|[ ]  Recirculation Ballot*Recirculation Ballot – An Engineering Committee may approve issuing a recirculation ballot under one or both of the following conditions: (1) There were substantive changes made to a candidate standard after the initial Approval ballot (2) There is at least one continuing objection comment accompanying a “do not approve with comments” vote on a ballot or from public review, despite reasonable efforts to resolve them, and a consensus is otherwise believed to exist.* |
|[ ]  Reaffirmation*This document is being reaffirmed.* |
|[ ]  Withdrawal*This document is being withdrawn.* |
| **Content Being Balloted – Call for Comments and Recirculation Ballots Only**(Select Only One Option) |
|[ ]  Entire Document |
|[ ]  Specific Content, as shown in the attached with tracked changes |
| **Length of Comment Period:**(Select Only One Option) |
|[ ]  30 days |
|[ ]  45 days |
|[ ]  60 days |
|[ ]  Other – please specify |
| **Ballot Distribution***In addition to the formulating committee identified above, are there other TIA (sub)committees that will participate in the balloting of this document? If so, please list them here.* |  |
| **Distribution of Announcement of Ballot***Are there external (to TIA) groups that should be notified of this ballot? If so, please provide the email distribution list, as either an attachment or listed here.* |  |
| **Measurements**(Select Only One Option) |
|[ ]  US |
|[ ]  Metric |
|[ ]  Both |
|[ ]  Not Applicable*If no measurements are included in the standard, select this option.* |
| **Additional Notes** |  |

**IMPORTANT**

Once completed, please return this form to the Standards Secretariat (standards-process@tiaonline.org). Make sure you also attach:

* Draft meeting report for the meeting during which the committee agreed to ballot the document.
* Both an editable and a PDF version of the document to be balloted.

If this will be a recirculation ballot, you **must** provide:

* Entire standard with substantive changes clearly shown (i.e., Track Changes turned on), **or**
* Only pages changed, with updates clearly shown, **or**
* Summary page listing substantive changes

You may, optionally, provide other attachments you deem helpful such as the comment resolution form or a clean document that mirrors the version of the standard showing the changes.

Your request will not be processed/approved if these attachments aren’t included.